

Distribution Date	June 18, 2026
To	PPOC.All; Committee.Training; Committee.FosterCare
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	<b>CalSAWS Quick Guides – FCED Navigation, Kin-GAP Summary API, Placement Authority API</b>

PPOCs, please forward to the appropriate impacted staff in your county:

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|--|---|
| <input checked="" type="checkbox"/> General      | <input type="checkbox"/> Reports              |
| <input checked="" type="checkbox"/> Policy       | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> CW                      | <input type="checkbox"/> Caseload Movement    |
| <input type="checkbox"/> CF                      | <input type="checkbox"/> Management           |
| <input type="checkbox"/> MC                      | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> CMSP                    | <input type="checkbox"/> Fiscal               |
| <input checked="" type="checkbox"/> FC/KG/AAP    | <input type="checkbox"/> GA/GR                |
| <input type="checkbox"/> Child Care              | <input type="checkbox"/> Help Desk            |
| <input type="checkbox"/> WtW                     | <input type="checkbox"/> Imaging              |
| <input type="checkbox"/> Other Program(s)_____   | <input type="checkbox"/> Security             |
| <input type="checkbox"/> BenefitsCal             | <input type="checkbox"/> Task Management      |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Technical            |
| <input type="checkbox"/> OCAT                    | <input checked="" type="checkbox"/> Training  |
| <input type="checkbox"/> Other_____              |   |

Description	<p><b>Purpose</b></p> <p>The purpose of this CIT is to inform Counties of the updated <b>FCED Navigation</b> Quick Guide and new <b>Kin-GAP Summary API</b> and <b>Placement Authority API</b> Quick Guides developed for Foster Care Eligibility Determination (FCED). The Quick Guides are now available in the Learning Management System (LMS).</p> <p><b>Background</b></p> <p>The CalSAWS Quick Guides were created to provide users additional training resources to assist them in performing functions in CalSAWS. They include step-by-step instructions as well as screenshots to enhance the learning experience.</p> <p><b>Additional Information</b></p> <p>The <b>FCED Navigation</b> Quick Guide FCED Document/Image Search section has been updated to clarify information on accessing documents from California Automated Response and Engagement System (CARES).</p> <p>The <b>Kin-GAP Summary API</b> Quick Guide provides information on reviewing and updating information pertaining to the Kin-GAP Summary Application Program</p>
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Interface (API) in the System. It includes information on data collection pages and fields that need to be reviewed/updated with the information received through the API.

The following topics are included:

- FCED Case Search
- Viewing the Kin-GAP Summary API
- Updating Case Information
- Finalizing Case Updates

The **Placement Authority** Quick Guide provides information on the 4 APIs received from CARES regarding child placement. It explains how to access the APIs and what information is displayed. The following topics are included:

- Navigating to the FCED Inbound Transaction Search Page
- Placement Authority Inbound Transaction
- Court Information Inbound Transaction
- Home of Removal Inbound Transaction
- Case Worker Inbound Transaction
- Finalizing Case Updates

**County Actions**

Please distribute this CIT and the CalSAWS Quick Guide to any County staff who perform these functions. The Quick Guide can also be found in the LMS.

Access to the LMS is available to all users and is encouraged. A request for access can be submitted as a Single or Bulk LMS Access Request through CalSAWS ServiceNow. Users needing access to the LMS must follow their County's process.

If you have questions on this CIT, please reach out to the Primary and Backup Project Contacts and cc your Regional Managers.

Primary Project Contact	<p>Sami Varney                  Training/Implementation Coordinator                  (916) 883-2927  <a href="mailto:Varneys@CalSAWS.org">Varneys@CalSAWS.org</a></p>
Backup Project Contact	<p>Juan Avila                  Lead Business Analyst                  (916) 800-8344  <a href="mailto:AvilaJJ@CalSAWS.org">AvilaJJ@CalSAWS.org</a></p>
Attachments	<ul style="list-style-type: none"> <li>■ CalSAWS Quick Guide – FCED Navigation</li> <li>■ CalSAWS Quick Guide – Kin-GAP Summary API</li> <li>■ CalSAWS Quick Guide – Placement Authority API</li> </ul>
Communication Portal Link	<div style="background-color: black; height: 15px; width: 100%; margin-bottom: 5px;"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Hover over the Communications &amp; Resources tab at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2026" folder.</li> </ol>

4. Click on the appropriate CIT # folder.